

14 May 2019

57 Clyde Street
PO Box 627
WHANGAREI 0140
Phone: (09) 438 2312
Fax: (09) 438 2912
info@bennettca.co.nz
www.bennettca.co.nz

Matt Keene
Chairperson
Kamo Primary School
6a Three Mile Bush Road
Kamo
WHANGAREI 0112

Dear Mr Keene

Audit of Financial Statements for the Year Ended 31 December 2018

We are pleased to advise that we have completed the audit of your financial statements for the year ended 31 December 2018.

We enclose a complete set of your school's financial statements together with our formal audit report issued on behalf of the Controller and Auditor-General, as required by the Public Finance Act 1989.

Here is the link to the page on the MOE website which refers to and has a link to the school data portal where you will need to login and upload your accounts:

<https://education.govt.nz/school/running-a-school/school-finances/model-financial-report-kiwi-park-school/>

Near the bottom of the page under Annual Report Checklist is where to you click to go to the data portal.

This letter includes observations on the school's accounting procedures. As the trustees are responsible for the financial operations of the school we suggest this letter be considered at the next finance committee meeting and tabled at the next full board meeting.

Why we write this letter

The primary aim of our audit is to form an opinion as to whether the financial statements fairly reflect the results of your school's activities for the year and your financial position at 31 December 2018. The audit report expresses this opinion.

To ensure your school receives the maximum benefit from our audit we have turned our focus to the future and set out below some matters for the attention of your board. Our motive is to offer constructive advice so that the accounting functions and related issues can be improved in the future. Please note that this letter is sent only to you, with a copy to the Office of the Controller & Auditor-General. We do not send a copy of this letter to the Ministry of Education.

Governance Issues

Online Publication of Annual Report

The Education Act 1989 requires you to publish your Annual Report on-line. Your Annual Report contains your audited annual financial statements including our audit opinion, analysis of variance, list of trustees and Kiwisport statement.

Making your Annual Report accessible to the school community is important for transparency and accountability. The expectation is that your Annual Report is published as soon as possible after your audit is completed, as the value of good accountability lessens over time.



HONESTY | INTEGRITY | BALANCE

We note that your 2017 Annual Report was only published after we reminded you as part of the 2018 audit. This does not allow for proper accountability to your community.

Improvement in Your Financial Position

We would like to congratulate the school for the surplus achieved in the 2018 year in spite of your deficit budget. It is a tribute to the efforts of your team in terms of budget monitoring and control and the focus placed on the financial health of your school.

The Day-to-Day Accounting System

Overall, based on our knowledge of your school and the results of our audit procedures, we again found the financial control environment in place at your school to be good. The attitude towards controls and ensuring your school is being governed effectively is very positive. We were also impressed that your board appears concerned about planning and performance monitoring.

Our Sincere Thanks

We would like to take this opportunity to thank the Principal and School Administrator for their assistance and co-operation during our audit. The assistance from the school team greatly influences the efficiency of the whole audit process.

We would also like to thank the trustees for selecting Bennett & Associates as your auditors. We appreciate our relationship with your school and look forward to continuing to provide a valuable service to you.

Yours sincerely

BENNETT & ASSOCIATES



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